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	Course Number	Course Title	Int/Ext	Duration	Min/Max Students	Offering	Description
1	MN0239	ATV Safety Training	Internal	0 Hour	4/8	As Required	Will learn to do proper pre-ride inspections, ride in a variety of conditions, negotiate obstacles and obtain information on protective gear and local laws. Each person must supply their own ATV, Helmet with goggles, long sleeved shirt, long pants, over the ankle boots and gloves.
2	MN0320	Certifying Officers Training	External	1.5 Day	10/21	As Required	Graduate School, USDA Recommended for federal disbursing officers, certifying officers, and collection officers with custody or responsibility for disbursing U. S. government funds.
3	MN0058	Conservation Application	Internal	5 Day	15/30	Quarterly	Course addresses training needs of new employees so they can provide quality technical assistance in the implementation of conservation plans. The workshop will provide in- field training on the following conservation practices: <div> <div>Conservation Cropping Sequence</div> <div>Contour Strip-cropping</div> <div>Conservation Tillage</div> <div>Terrace</div> <div>Crop Residue Use</div> <div>Water & Sediment Control Basin</div> <div>Contouring</div> <div>Underground Outlets</div> <div>Field Windbreak</div> <div>Grass Waterway</div> </div> Objectives: Upon completion of this course participants will be able to: Plan & Apply commonly used conservation practices.
4	MN0059	Conservation Planning Course	Internal	56 Hour	1/20	Annually	Agency direction is focusing on assisting the client in developing complete, comprehensive conservation plans considering all of the resources (soil, water, air, plants, and animals) and the human concerns (economic and social). To support this effort, conservation planning policy has been revised, the National Planning Procedures Handbook has been revised, changes are being made to the FOTG, and the FOCS tool is being utilized nationwide. The revised conservation planning policy will help focus conservation partnership efforts on conservation planning in the field with the decision maker. Many partnership employees providing conservation planning assistance need additional training in assisting clients with developing complete, comprehensive conservation plans. This course will emphasize the process of conservation planning, will be field oriented. It will cover NRCS conservation planning and related policy, procedures, and guidelines for carrying out the planning process, the CMS process, technical guidance, tools available to aid the planning process, and program guidance for plan implementation. Following the formal portion of the course
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6	MN0060	Cultural Resources II	Internal	3 Day	15/30	Quarterly	<p>Learn to recognize archaeological and historic artifacts in order to protect these non-renewable natural resources in the field implementation of conservation practices. Develop an awareness of American Indian Spirituality. Participate in discussions involving the State Private Cemeteries Act and Indian Graves Protection and the Federal Section 106 guidelines related to cultural resources protection on reservation properties in Minnesota. Discuss and observe American Indian pottery and replica artifact demonstrations. Field trips to an archaeological and a historic site.</p> <p>Objectives: Upon completion of this training, participants will be able to:</p> <ol style="list-style-type: none"> 1. Recognize archaeological and historic artifacts in the field. 2. Understand the State Private Cemeteries Act and Indian Graves protection. 3. Follow Federal Section 106 guidelines in project works. 4. Understand cultural resource protection on reservation properties in Minnesota. 5. Recognize field sites of archeological and historic significance. 6. Recognize American Indian pottery and other artifacts.
7	MN0233	Defensive Driving	Internal	2 Hour	10/20	Quarterly	<p>This is a self-paced 75 minute video which briefly overviews how to drive defensively. The video contains different traffic analysis in which the viewer can learn how to prevent or lessen the severity of a traffic collision. Any individual wishing to drive a NRCS vehicle must view this video and complete a request form to drive NRCS vehicle (MN-PER-022) which is signed by the NRCS representative of that office. This video needs to be viewed every three years. Reference: GM 360-Part 420 Subpart O.</p>
8	MN0250	Diversity Day	Internal	1 Day	10/30	Annually	<p>The Federal Executive Board Diversity Council sponsors a day covering different cultures, work / family / health & finance issues, and leadership / organization skills. The Federal Women's Program Manager supports this program and encourages NRCS employees to attend.</p>
9	MN0190	Civil 3D Design	Internal	2 Day	10/15	Quarterly	<p>A "hands on" class that provides instruction in the use of Eagle Point engineering design software. Examples of actual NRCS projects are used by the instructor. Students import survey data, create topographic maps, input structure templates, compute volumes, etc. Duration is 2 days. Instructor is Eagle Point.</p>
10	MN0321	Federal Appropriations Law	External	3.5 Day	10/25	As Required	<p>What is the relationship of your budget to appropriations? Are you uncertain about the propriety, timing and legality of certain types of expenditures? This course provides the basis to make legal decisions using appropriated funds. Budget professionals, unit managers and others who will benefit from a comprehensive understanding of federal appropriations law.</p>

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11	MN0232	First Aid & CPR training:	Internal	1 Day	8/15	As Required	<p>Participants will learn basic first aid: give individual assessment of ABC's, identify injuries and perform proper treatment until help arrives. The individual assessment includes reviewing the ABC's: Check Airway, Breathing, and Circulation. The course covers burns, chemical exposures, extreme weather-related injuries, broken limbs, muscle sprains, insect bites, choking, seizures and allergic reaction etc. Participants practice covering wounds and applying splints. The CPR course is about two hours covering: what causes heart failure, precaution taken against blood borne pathogens, and learn CPR techniques on adult/infant. This course is mandatory for all NRCS employees and is required once every three years.</p> <p>Reference: GM 360-Part 420 page 420-11(2)</p>
12	MN0106	Mn FARM (FLEval)	Internal	1 Day	15/30	As Required	<p>This course is for those that need to evaluate existing animal feedlots for pollution potential. It is taught using Agricultural Research Service manual "An Evaluation System to Rate Feedlot Pollution Potential" dated April 1982. Both the screening and detail evaluations are discussed. It includes the definition of a feedlot, the need for a good sketch, learning the operator's present operation (types, numbers and weight of animals and the amount of time animals are on the lot each day), determining the discharge point, evaluating the watershed and its three parts, determining soil cover complex numbers (runoff curve numbers), identifying the buffer, ground water pollution potential, surface and ground water ratings and evaluation system limitations.</p> <p>Objectives:</p> <p>Upon completion of this training, participants will be able to:</p> <ol style="list-style-type: none"> 1. Obtain the required information to run the FLEval program. 2. Run the FLEval program. 3. Determine if the existing feedlot is a pollution potential. 4. Understand feedlot evaluation system limitations.
13	MN0210	Introduction to Federal Accounting	External	4 Day	2/5	As Required	<p>It all begins here. This in-depth course provides a solid foundation on which to build your career in federal accounting. This course is also part of the Certificate of Accomplishment in Financial Management.</p> <p>Who should attend:</p> <p>This course is for federal accounting technicians and clerks who want to sharpen their accounting expertise.</p>

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14	MN0124	Introduction to SITES (Wind Ponds)	Internal	12 Day	15/30	As Required	<p>This course is a workshop for Engineers who need to develop inflow hydrographs and use storage discharge relationships at dam sites to flood route the hydrographs through existing or potential reservoirs. The course is limited to dams with a product of storage times the effective dam height of less than 3,000 and with an effective height of the dam of 35 feet or less. It includes input data to the SITES program, output options and interpretation of results.</p> <p>Objectives:</p> <p>Upon completion of this training, participants will be able to:</p> <ol style="list-style-type: none"> 1. Accurately input data to the SITES program. 2. Read and analyze SITES program output. 3. Design a small pond structure using the SITES program. <p>Prerequisites:</p> <ol style="list-style-type: none"> 1. Hydrology - Minnesota Hydrology Guide, Level I, subject code AHYG01. 2. Emergency Spillway Design, subject code AESD.
15	MN0057	Jurisdictional Delineation of Wetlands	Internal	4 Day	15/30	As Required	<p>This is a technically rigorous course with emphasis on a "hands-on" approach during all phases of lecture and field instruction. Field and classroom discussions will focus on a range of representative Minnesota wetland types of varied complexity. Field sites will include fresh water marshes, riparian forests, converted croplands, farmed wetlands, scrub-shrub wetland, and peatlands. Participants will work closely with instructors to develop knowledge of the "United States Army Corps of Engineers Wetland Delineation Manual" (January 1987) in a course that is tailored for wetlands in Minnesota. Given the moderate class size, participants will have an opportunity to hone existing wetland delineation skills or to develop and apply new skills. Participants will receive a field handbook and materials that will be used throughout the session and will be beneficial for future wetland delineation.</p> <p>Objectives:</p> <p>Upon Completion of this course, participants will be able to:</p>

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16	MN0160	Module 206B - Peak Discharge	Internal	2 Hour	15/30	Quarterly	<p>This module presents the peak discharge equation, input requirements, peak discharge computations, and limitations.</p> <p>Objectives: Upon completion of this module, participants will be able to compute peak discharge using TR-55, Chapter 4, Graphical Peak Discharge Method.</p> <p>Upon completion of this module, the participant should be able to perform at ASK Level 3, Perform with Supervision.</p> <p>Prerequisites: Modules 101 - Introduction to Hydrology; 102 - Precipitation; 103 - Runoff Concepts; 104 - Runoff Curve Number Computations, and 206A - Time of Concentration.</p>
17	MN0162	Module 251 - TR-55 Microcomputer	Internal	6 Hour	15/30	Quarterly	<p>This module presents information NRCS personnel need to effectively apply the National TR-55 Microcomputer program to estimate runoff volume and peak flows for small watersheds and for routing through storm water management structures. Included are instructions, activities, and tests to measure learning.</p> <p>Objectives: Upon completion of this module, participants will be able to use the National Technical Release 55 (TR-55) computer program to obtain runoff volume and peak inflows and to perform shortcut storage routing. In order to accomplish this they will:</p> <ol style="list-style-type: none"> 1. Load and read the README.1ST file to define the seven executable program files, explain two types of data files and list the advantages of the COUNTY.XX file. 2. Start the TR-55 System, find the main MENU and HELP screens and develop a Runoff Curve Number. 3. Enter data into the program to compute Times of Concentration and Travel Times. 4. Develop peak discharge values using the GRAPHIC Program. 5. Develop partial hydrographs and peak discharges using the TABULAR Program.
18	MN0243	MW Organic Farming Conference	External	3 Day	15/30	Annually	<p>Annual Upper Midwest Organic Farming Conference</p> <p>Basic Organic Soil Science</p> <p>Weed Control Strategies</p> <p>Animal Health</p> <p>Conserving Soil and Water</p> <p>Marketing Options</p>

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19	MN0167	NRCS Student Intern & SCEP	Internal	2 Day	5/20	Quarterly	<p>This course is designed for NRCS Student Interns and Student Career Experience Program Employees (SCEP) to become better acquainted with the agency and their peers. Students will have the opportunity to interact with recent graduates of the (SCEP) program who are now Soil Conservationists, and District Conservationists.</p> <p>Objectives:</p> <p>Upon Completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - Understand the origin and mission of the Natural Resources Conservation Service. - Understand USDA policies on Ethics, Safety, Computer Security, Civil Rights and Work Force Diversity. - Understand NRCS Insurance, Leave and Thrift Savings Plans.
20	MN0197	Nutrient Management Track 1	Internal	4 Day	15/40	Annually	<p>Formal classroom training of nutrient management</p> <p>MPCA Feedlot Rules.</p> <p>Planning Objectives.</p> <p>Planning Inventory.</p> <p>Formulating Alternatives and Making Decisions.</p> <p>Nutrient & Pest Mgmt Considerations.</p> <p>Example Plans.</p>
21	MN0202	Organic Field School - U of MN	External	32 Hour	30/70	Annually	<p>The Field Course in Organic Management is designed for ag professionals who are interested in working with the rapidly growing community of organic producers. Participants will develop a grounding in the basics of organic production, including:</p> <ul style="list-style-type: none"> - Underlying principles of organic systems. - Crop rotation and crop alternatives for organic systems. - Soil and pest management for organic systems. - The economics of organic production, including marketing options. - Sources of information on organic production
22	MN0201	Plant Material Center Tour	Internal	3 Day	8/12	Quarterly	<p>Tour Operations at the Bismarck Plant Materials Center. Current Studies and Related Activities. Plant Materials Center Field Tour, Field Office Involvement/Participation. Seed Quality, Seed Testing and Cleaning, Tour Evaluation Sites, Lincoln Oaks Nursery Tour. Grass/Forb/Legume Seeding. Grass Drill demonstrations/calibration.</p>

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23	MN0084	Principles of Pest Management	Internal	6 Hour	15/30	Quarterly	<p>Provide producers, crop advisors, and agency staff with an overview of integrated pest management principles.</p> <p>Objectives: Upon completion of this course participants will be able to:</p> <ol style="list-style-type: none"> 1. To provide an introduction to the concepts of pest management including determining site environmental sensitivity, importance of scouting, importance of record keeping, and selection of control measures. 2. To increase the total number of individuals qualified to develop pest management plans according to NRCS procedures and policies.
24	MN0234	Right to Know-Hazard Communications	Internal	2 Hour	6/20	Quarterly	<p>This self-paced video provides the viewer with an awareness of chemicals used in the workplace or in the field. The viewer will know his/her responsibility of dealing with chemicals and taking the appropriate preventative measures, how to read the labels, how to obtain the Material Data Safety sheet, understand the hazards and be familiar of the treatment of different chemical exposure.</p>
25	MN0140	SM-1, Engineering Soil Classification	Internal	2 Day	15/30	Quarterly	<p>This course is a classroom course for performing field tests to classify soils in the Unified Soil Classification System. Participants are shown how to perform the field tests and classify the soil. Then participants are provided soil samples to test, classify and explain results. A test to classify soil samples concludes the course. Test results are provided later.</p> <p>Objectives:</p> <p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Perform field tests to classify soils in the Unified Soil Classification System (USCS). 2. Classify soils using the USCS. <p>Prerequisites:</p> <p>Subject code MSMTS1, Unified Soil Classification - Module 1.</p>
26	MN0269	Workplace Violence	Internal	1 Hour	15/30	Quarterly	<p>Video On Workplace Violence</p>